

**Maine EMS Examination Committee Meeting  
Tuesday, April 16, 2002  
Maine EMS Conference Room, Augusta**

**Minutes**

**Present:** J. Vaniotis – Chair, B. Hawkes, D. Bahr, J. LeBrun, D. Gilman

**Absent:** R. Doughty, G. Utgard, K. Roderick,

**Staff:** D. White

**1. Call To Order** - The meeting was called to order at 9:45 a.m.

R. Doughty notified staff that he would not be attending the meeting.

- A. Introductions – None
- B. Assign Timekeeper – B. Hawkes
- C. Additions/Deletions to the Agenda – None

**2. Minutes – March 19, 2002, meeting minutes - review for acceptance**

The minutes of the March 19, 2002, meeting minutes were reviewed.

It was noted that R. Hawkes was absent and K. Roderick present for the March meeting.

***Motion: To amend the minutes of the March, 19, 2002, meeting to indicate that R. Hawkes was absent and K. Roderick was present and to accept the minutes of the March 19, 2002, meeting, as amended (LeBrun;Hawkes - motion carries).***

**3. Old Business**

**A. Exam Administration Manual (EAM)**

The Committee continued its work on the Exam Administration Manual.

Appendix O – Make application submission information level specific for practical and written exams. Draft document for written and practical exams.

Include blank exam application and sample of exam application.

Appendix G – Cheating and Inappropriate Behavior – make it its own appendix (S).

There was discussion on various practical exam topics including the following questions for clarification:

1. What format will be used in revising the “CPR cards” to be used in the BLS cardiac station?
2. Should O<sub>2</sub> tanks be full in practical testing stations?
3. Should battery powered suction units be functional?
4. Should catheter sizes for suctioning be specified?

**B. Practical Exams – placeholder**

**C. Exam Security Issues**

Staff reported that Intermediate and Paramedic written exams are being updated.

**4. New Business**

**5. Next Meeting**

**The next meeting will be held on Tuesday, May 21, 2002 from 9:30 a.m. – 12:30 p.m.**

**A. Set Agenda - Next agenda to include:** Exam Administration Manual

**6. Adjournment** - The meeting was adjourned at 12:35 p.m.

Respectfully submitted,

Drexell White